

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 1 of 2
Schedule #: 2000-0007
Effective Date: 02/04/2000

(Agency use)

(Archives use)

Date: January 28, 2000

Date Received: January 28, 2000

Control No.: N/A

Agency Code: 0478-011

Control No.: 200028-01

Applicant: Georgia Real Estate Commission/Appraisers Board

Address: 229 Peachtree Street, Suite 1000
Atlanta, Georgia 30303-1605

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Creating Office: Georgia Real Estate Commission/Appraisers Board

Address: 229 Peachtree Street, Suite 1000
Atlanta, Georgia 30303-1605

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Email: grecmail@grec.state.ga.us

Administrator: Charles Clark, Commissioner

Phone: 404-656-3916
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Application Type: New : X

Class: Individual

Series Title: Closed Investigation Files (Appraisal Closed Investigation Files)

Dates of Series: FY91 - ongoing

Access: Confidential O.C.G.A. 43-39A-22(d)

Function Documented: The Georgia Real Estate Appraisers Board regulates the issuance of classifications to real estate appraisers. It initiates investigations on its own motion or upon sworn written requests from the public; investigates for violations of the Appraiser Classification and Regulation Act, Appraisers Board Rules and Regulations, or the Uniform Standards of Professional Appraisal Practice; and takes appropriate disciplinary action.

An Investigative case which is closed due to a finding of no violation or insufficient evidence becomes a "closed investigative file". Each case that results in a sanction of a classification becomes a "closed hearing file".

The 1999 Georgia General Assembly authorized the Board to adopt a paper management program for paper documents. As there are no duplicates of the closed investigative files, Rule 539-1-.05 was adopted providing that closed investigative files would be held for fifteen years.

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Consists of: Consists of documents obtained during the investigation, original requests for investigations, and summary reports of the findings of the investigation. Documents obtained during the investigation may include: appraisal reports, comparable data sources, contacts, tax assessment records, deeds, closing documents, statements/sworn affidavits from witnesses, and classification history printouts.

Media: Paper (8 ½ X 11 and 8 ½ X 14)

Arrangement: Numerically by case number.

Indexed by: Computer-indexed by case number and/or by last name of respondent.

Retention Requirement: 15 years

State Law or Regulation: 15 years
Federal Law or Regulation: 0
Audit Period: 0
Administrative Need: 15 years

Cut Off Event: At the end of the fiscal year

Total Retention: Fifteen (15) years

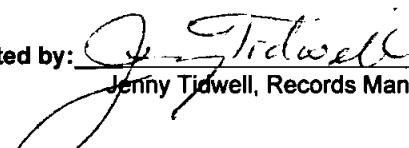
The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by:


Charles Clark, Commissioner

 2-4-2000
Date

Submitted by:


Jenny Tidwell, Records Management Officer

 4 Feb 2000
Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed:


Edward Weldon, Secretary of State Designee

 2/8/00
Date

STATE OF GEORGIA
STORAGE REFERENCE AND DISPOSITION PLAN
RESOURCE IMPACT PROJECTION

Sheet: 1 of 1 *REV 3/1/2000*
Authorizing Schedule #: 2000-0007

(Agency use)

(Archives use)

Date: 2/29/00

Date Received: March 1, 2000

Control No.: N/A

Agency Code: 0478-011

Control No.: 20000128-01

Series Title: Closed Investigation Files (Appraisal)

Current Accumulation: Eight (8) legal size file drawers

Annual Accumulation: One (1) legal size file drawer

Reference Activity: No reference to two (0-2) times per year

Series Inventory: By case number (sample inventory page attached)

Storage Containers: Standard corrugated box 15 x 11-7/8 x 9-5/8

Special Storage Conditions: Confidential (O.C.G.A. § 43-39A-22(d))

Proposed Disposition Instructions:

Cutoff records of series: At end of Fiscal Year


Maintain in the office for: One (1) year

Transfer to: State Records Center

Hold: Fourteen (14) years

Then: Destroy

The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.

Signed:  3-3-2000
Charles Clark, Commissioner Date

Submitted by:  2 March 2000
Jenny Tidwell, Records Management Officer Date

The Office of Secretary of State, Department of Archives and History agrees to provide storage and reference services for these records in accordance with this Storage and Disposition Plan. Changes in media, rate of accumulation, reference activity or required storage conditions may require renegotiation of the agreement.

Accepted by:  7 March 2000
Edward Weldon, Secretary of State Designee Date